

San Antonio Housing Commission

April 9, 2025



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Roll Call



Agenda

- **Public Comment**
- **Item 1: Approval of Minutes**
- **Item 2: Affordable Housing Bond Request for Proposals**
- **Item 3: Housing Commission Bylaws**
- **Item 4: Subcommittee Updates**
- **Item 5: Director's Report**
- **Item 6: Commissioners' Community Updates**



Public Comment

Public Comment Meeting Protocol



- Public comments are limited to agenda items.
- Commenters have 3 minutes for comment (up to 9 minutes for groups).
 - Commenters requesting interpretation services will have 6 minutes for comment (up to 18 minutes for groups).
- Comments should be directed to the Commission as a whole, not individual Commissioners.
- Commissioners are not able to respond to Commenters directly.
- For assistance regarding WebEx, please call (210) 207-7950.

Public Comment





Item 1

Approval of Minutes from the Meeting on February 20, 2025



Item 2

Briefing and Discussion on the Request for Proposals (RFP) for Single-family homeownership housing development gap funding

Gap Funding Requests for Proposals (RFPs) Update

- 3 RFPs released on December 10, 2024
 - Homeownership Production: \$5 M
 - Permanent Supportive Housing: \$5.1 M – *Readvertised*
 - Rental Housing: \$25.7 M – *Readvertised*
- Recommended Homeownership Production projects to create 33 new single-family homes
 - Anticipated approval on May 29, 2025.
- Remaining gap funding is out now as part of a separate RFP process.



Homeownership Production Solicitation Overview

- Affordable single-family **(Homeownership Production)** housing development projects in need of gap funding- **\$5M**
 - Priority on new construction or rehabilitation of single-family homes serving households up to 80% of the Area Median Income (AMI).
 - Scoring panel included subject matter expertise.
- In alignment with FY 2024 Annual Action and Budget Plan and Strategic Housing Implementation Plan (SHIP).

Solicitation Type

- Request for Proposals (RFP)

Proposed Terms

- Terms based on development schedule

Estimated Value

- Total – \$5 Million

Funding Source

- CDBG & HOME

Current Contract Status

- New Contracts

Homeownership Production Scoring Criteria & Evaluation Committee

Scoring Criteria Category	Points
Development Experience	15
Non-Profit Status	10
Gap Request, Project Readiness, and Underwriting Review	15
Unit Specifications, Construction Priorities, Equity, Location Priority, Project Site Plan and Timeline, and Sustainability	15
Displacement and Resident Protections, Amenities/Resident Services	10
Affordability	30
Veteran-Owned Small Business Preference Program (VOSB)	5

Scoring Members	
Lori Houston	Assistant City Manager, City Manager's Office
Mark Carmona	Chief Housing Officer
Veronica Garcia	Director, Neighborhood & Housing Services
Abigail Kinnison	Director of Capital Programs, VIA
Channary Gould	Planning Department
Nikki Johnson	Housing Commission Representative

Small Business Economic Development Advocacy Program (SBEDA): Waived due to inclusion of federal funds.

Advisory Members: Joe Guillaumin II (City Attorney's Office), Peter Hughes, Kelly Vickers & Steve Lathom (Underwriters), Douglas Melnick (Sustainability Office), Deborah Scharven (Diversity, Equity, Inclusion & Accessibility), Veronica Gonzalez (NHSD), Samantha Diaz (NHSD), William Taylor (NHSD), Ian Benavidez (NHSD), Victoria Gonzalez-Gerlach (NHSD)

Homeownership Production Scoring Matrix

FINAL SCORE MATRIX

RFP for Affordable Single-Family Housing Development Gap Funding (25-032; 6100018693) Score Summary *FINAL EVALUATION March 27, 2025	Maximum Points	Vendor A	Vendor B
A - Development Experience	15	14.83	11.33
B - Gap Request, Project Readiness, and Underwriting Review	15	12.67	10.83
C - Unit Specifications, Construction Priorities, Equity, Location Priority, Project Site Plan and Timeline and Sustainability	15	11.67	11.50
D - Displacement and Resident Protections, Amenities/Resident Services	10	9.17	9.67
E - Affordability	30	26.33	19.50
A - E Sub-Total	85	74.67	62.83
F - Non-Profit Status	10	10.00	10.00
G - Veteran-Owned Small Business Preference Program	5	0.00	0.00
TOTAL SCORE	100	84.67	72.83
RANK BASED ON TOTAL SCORE		1	2

*One evaluation meeting held, and no interviews conducted.

Homeownership Production Recommended Projects

Project	Council District	Units	Recommended Award	Affordability Covenant	Affordability
Project A	5	28	\$1,900,000	20 years	Affordable for households earning up to 80% AMI
Project B	5	5	\$510,000	15 years	
	TOTAL	33	\$2,410,000		



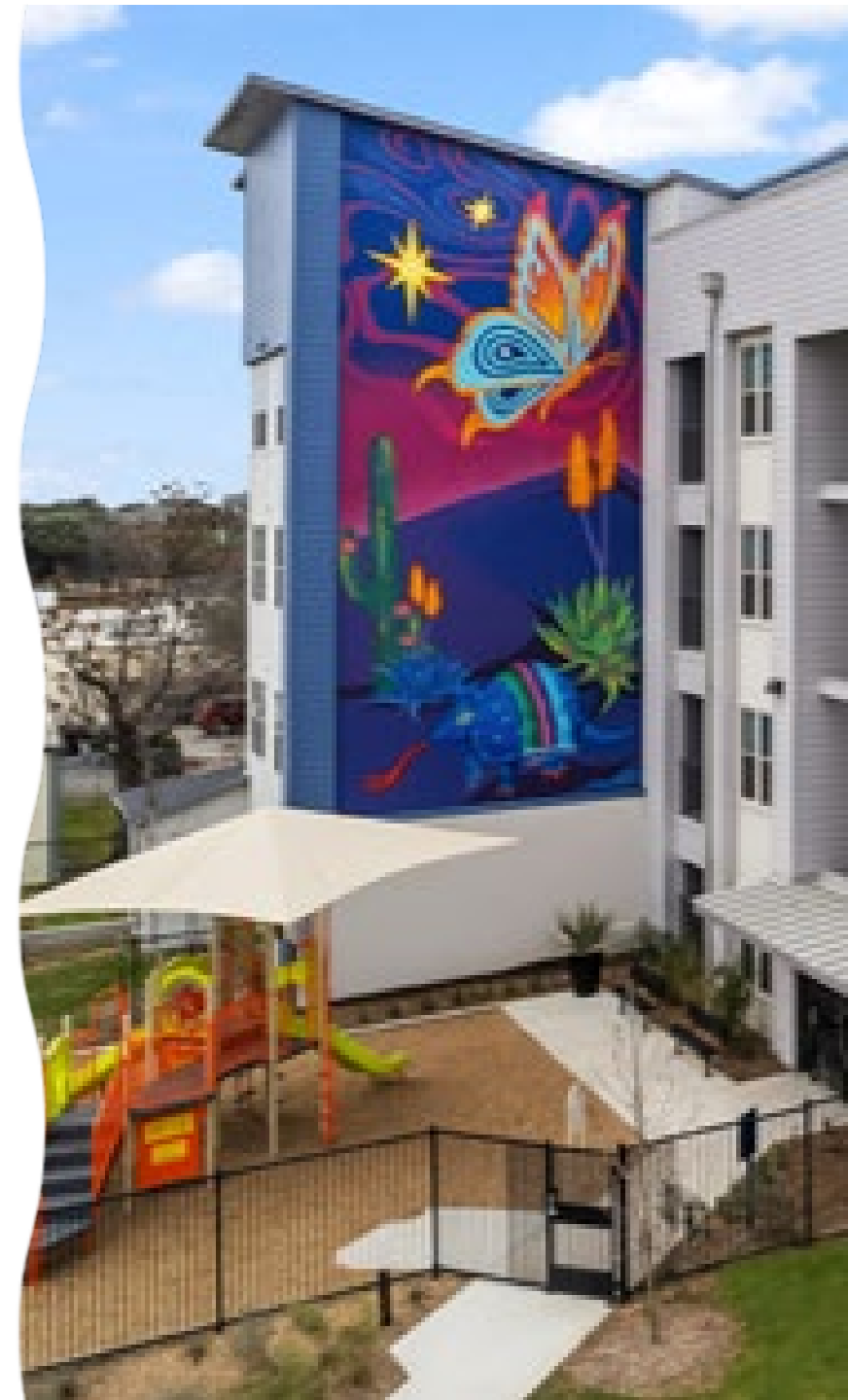
Homeownership Production Timeline



Housing Commission	Wednesday, November 20, 2024
City Council B-Session (pre)	Wednesday, December 4, 2024
RFP Release	Tuesday, December 10, 2024
Responses Due	Friday, January 24, 2025
Housing Commission	Wednesday, April 9, 2025
Audit Committee	Tuesday, May 13, 2025
City Council A-Session Award	Thursday, May 29, 2025

Gap Funding Next Steps

- 3 RFPs released on April 7, 2025- **\$33.4 M**
 - Homeownership Production: \$2.6 M
 - Permanent Supportive Housing: \$5.1 M
 - Rental Housing: \$25.7 M
- Solicitations are consistent with scoring criteria and project priorities as prior round
- Responses due April 28, 2025
- City Council approval anticipated June 2025





Item 3

Briefing and possible action related to Housing Commission Bylaws

Background

- Housing Commission Annual Retreat discussed setting standardized structures for the Commission
- Ad Hoc Committee formed help develop and recommendations for:
 - Bylaws
 - Commission & Subcommittee roles
 - Standardize procedures and processes



Bylaw Highlights

- Set of rules to establish roles & responsibilities
- Housing Commission bylaws includes:
 - Purpose, Goals, & Charge
 - Membership & Responsibilities
 - Meeting Guidelines
 - Subcommittee Formation
 - Reporting, Trainings, & Amendments

BYLAWS OF THE CITY OF SAN ANTONIO HOUSING COMMISSION

SECTION 1. Name and Principal Office

The name of this body shall be the City of San Antonio Housing Commission, hereinafter referred to as the Housing Commission or the Commission. The principal office of the Commission shall be at 100 W. Houston St, San Antonio, TX 78205.

SECTION 2. Purpose

The Housing Commission shall serve in an advisory capacity to the Mayor and City Council to guide implementation of the Mayor's Housing Policy Task Force's (MHPTF) and Strategic Housing Implementation Plan (SHIP) recommendations and engage the public in the development of affordable housing policies.

SECTION 3. Goals and Responsibilities

- 1) Oversee the implementation of the city's housing related policies, including the MHPTF and SHIP's priorities:
 - a. Develop a Coordinated Housing System to include a High Level Executive.
 - b. Increase City Investment in Housing; Increase Affordable Housing Production, Rehabilitation, and Preservation;
 - c. Protect and Promote Neighborhoods through anti-displacement; and
 - d. Ensure Accountability to the Public by creating a collaborative ecosystem of communication between community, city staff, and public officials
- 2) Advise Mayor and Council on a holistic and comprehensive affordable housing strategy
- 3) Engage and educate the public on the importance of housing affordability and available resources
- 4) Update the community on progress made on implementation of the city's Affordable Housing programs and projects through an annual report.
- 5) Foster an environment of mutual education and understanding of community housing needs between the city staff, its elected officials, and community
- 6) Cultivate partnerships and leverage cross-sector resources in the preservation and production of affordable housing

Recommendation



Staff recommends the Housing Commission adopt the Housing Commission Bylaws developed by the Commission Bylaws and Procedure Ad Hoc Committee.

Suggested Motion: I move for the adoption of the Housing Commission Bylaws developed by the Commission Bylaws and Procedure Ad Hoc Committee.



Item 4

Briefing and discussion on the Housing Commission
Subcommittees' Ongoing Work

Subcommittees



Dashboard
and Annual
Report

Public
Engagement
and
Outreach

Renters'
Solutions

Removing
Barriers to
Affordable
Housing
Development
and
Preservation

Commission
Bylaws and
Procedure
Ad Hoc



Item 5

Director's Report

Director's Report

- Fair Housing Month Proclamation
- Rentwise SA Update
- Property Tax Help Campaign
- Community Land Trust Website
- 89th Legislative Update
- Upcoming Meetings



Fair Housing Month

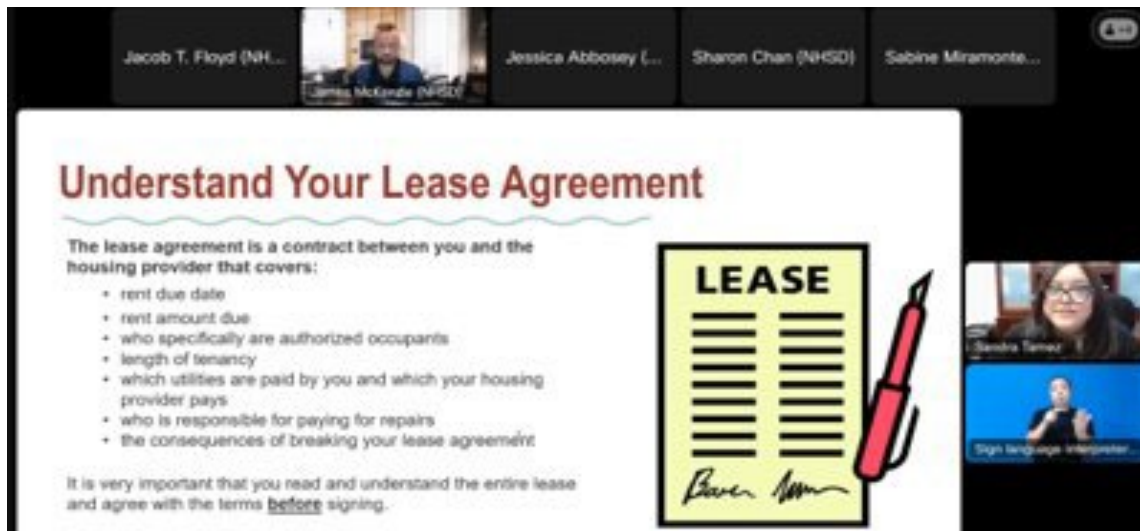


- Mayor will be issuing a proclamation
 - **When:** April 9th (Today) at 5 PM
 - **Where:** City Council Chambers
114 W. Commerce St, 78204
- Everyone is invited to attend

RentWise SA Update

Recap: March 25th Virtual Session

- 80 attendees -- second highest turnout ever for a RentWise event.
- 17 organizational reps from our non-profit, education, and other city department partners.



	Organizations
City and Council Staff	311, DSD, DHS, PWD, DEIA, Council District 9
Education	UTSA, NISD, UT Health Science Center
Non-profit Organizations	RAICES, Center for Health Care Services – Bexar County (CHCSBC), Our Casas, Merced Housing Texas, Haven for Hope, SAMMinistries
Other Partners	Opportunity Home SA, AACOG

Rentwise SA Update



Next Sessions– coming to an area near you

- April 12th @ Alamo Colleges ACCESS Building Board Room
- May 22nd @ Connect+Ability Offices in Medical Center
- June 25th - Virtual Session on Webex

Check out our RentWise Video Series! – Scan QR Code



Property Tax Help Campaign

- 12 in person & 3 virtual workshops (at least one per Council District)
- Workshops include:
 - A presentation on filing property tax exemptions & protesting property tax assessments
 - One-on-one assistance to complete and file forms on-site with BCAD. Virtual attendees can request follow-up help.
- Sessions also led in Spanish, Arabic, and Vietnamese
- Spanish & ASL interpretation services at all events. Free printing and notary services available

2025 Campaign

15 Workshops April 7th - May 14th

Next Sessions:

Thurs, 4/10 6:00PM	Virtual
Sat, 4/12 10:00 AM	Alamo Colleges (2222 N Alamo St.)

12 In-person

- 1 Led in Spanish
- 1 Led in Arabic
- 1 Led in Vietnamese

3 Virtual

- 1 Led in Spanish



Free Help to Lower Your Property Tax Bill!



NEIGHBORHOOD & HOUSING SERVICES

Property Tax Help Sessions Hosted by the City of San Antonio

MON, APRIL 7 | 4:30 PM

True Vine Baptist Church | 435 S Ellison Dr, 78245

THURS, APRIL 10 | 6:00 PM

Virtual: sa.gov/propertytaxhelp

SAT, APRIL 12 | 10:00 AM

Alamo Colleges District Board Room
2222 N Alamo St, 78215

THURS, APRIL 17 | 12:00 PM

Spanish language session/English interpretation provided
Virtual: sa.gov/propertytaxhelp

SAT, APRIL 19 | 10:00 AM

Madison High School | 5005 Stahl Rd, 78247

TUES, APRIL 22 | 6:15 PM

St. Luke Catholic Church | 4603 Manitou Dr, 78228

THURS, APRIL 24 | 6:30 PM

Spanish language session/English interpretation provided
South San Antonio High School | 7535 Barlite Blvd, 78224

SAT, APRIL 26 | 1:00 PM

San Antonio Food Bank
5200 Historic Old Hwy 90 W, 78227

TUES, APRIL 29 | 5:30 PM

Virtual: sa.gov/propertytaxhelp

THURS, MAY 1 | 6:00 PM

Một bài thuyết trình bằng tiếng Việt cũng sẽ có trong buổi này

خلال هذه الجلسة. كما سيتم توفير عرض تقديمي باللغة العربية

Second Baptist Church | 3310 E Commerce St, 78220

TUES, MAY 6 | 6:00 PM

University Methodist Church
5084 De Zavala Rd, 78249

THURS, MAY 8 | 4:00 PM

Phil Hardberger Urban Ecology Center
8400 NW Military Hwy, 78231

SAT, MAY 10 | 10:00 AM

Brackenridge High School | 400 Eagleland Dr, 78210

MON, MAY 12 | 6:00 PM

First Baptist Church | 515 McCullough Ave, 78215

WED, MAY 14 | 6:00 PM

Compass Rose Legacy Campus
3300 Sidney Brooks Dr, 78235

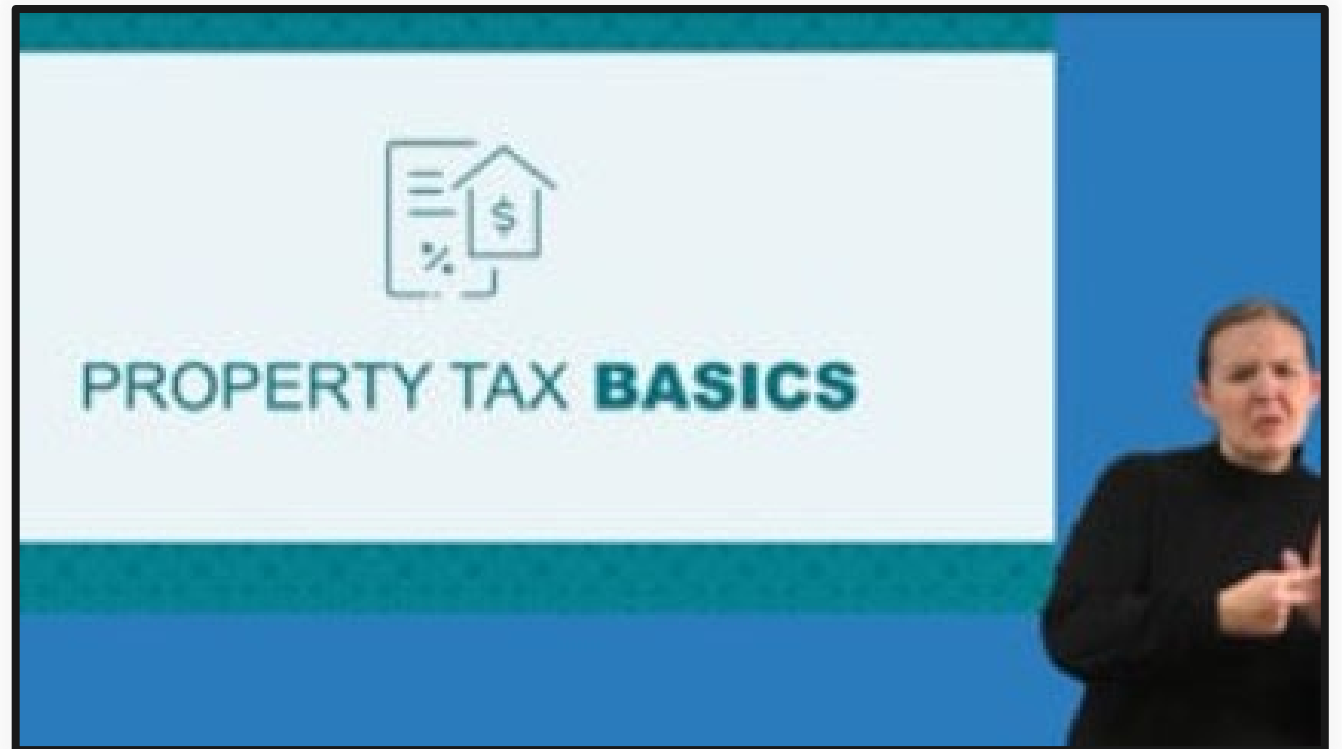
More info at
www.sa.gov/propertytaxhelp



Property Tax Help Videos

8-part video series covering exemptions and the protest process in:

- English
- Spanish
- American Sign Language (ASL)



Community Land Trust Webpage



Community Business Government Directory

Find almost anything on our website Search

Home / Directory / Departments / Neighborhood & Housing Services / Partners & Developers

Neighborhood & Housing Services

Partners & Developers



Programs & Plans

View action plans and amendments. Read the information summary to learn more about this year's plan and how to engage with our team.



Housing Tax Credits

Learn more about the City's tax credit policy and how to request support.



Incentives

View incentives for housing rehabilitation and development.



Partner Certifications

Learn about funding certifications. Some of these may be required before an agency can apply for funds.



Requests for Proposals

View partner guidelines for funding. These guides will help you learn more about project funding.



Community Land Trusts (CLT)

Nonprofit organizations creating long-term affordable homeownership opportunities can apply to receive a Community Land Trust Designation.

Now Live!

Community Land Trusts (CLT)

A CLT is a nonprofit organization that creates long-term affordable homeownership. CLTs create opportunities for people with low incomes to own a home while they lease the land from the CLT.

View the City Council adopted designation policy:

[CLT Designation Policy \(PDF, 2024K\)](#)

Benefits of a CLT Designation

CLTs in Texas are eligible for cost-saving property tax appraisal methodology if they get a designation from the city they are in. A designation means that:

- Homeowners in the CLT have their property appraised according to their ground lease terms.
- The CLT Organization itself may be eligible for a 50% city tax exemption (additional requirements apply).

CLT Affordability Requirements

Initial Designation

Redesignation

1 Eligibility & Requirements

To receive a designation in the City of San Antonio, CLTs must meet the following criteria:

- Established to acquire and hold land to support affordable housing for low-to-moderate-income households.
- Have adopted articles of incorporation stating the organization's purpose to acquire and hold land for the benefit of developing and preserving long-term affordable housing in San Antonio.
- Have federal tax-exempt status under Section 501(c)(3) of the IRS code.
- Own or intend to own land for a 99-year lease, per Texas Local Government Code.
- Ensure CLT assets transfer to a qualified nonprofit or government if dissolved, with no obligation for the City to accept assets.
- Operate independently of any for-profit control or influence.
- Provide community, programming and governance narratives.
- Ensure 1/3 of the board consists of low-to-moderate income CLT homeowners or renters.

Additional details are in the [CLT Designation Policy \(PDF, 2024K\)](#).

Contact

Email

HousingPolicy@sanantonio.gov

Related Links

[Community Land Trust Designation Ordinance](#)

For more info visit:
sa.gov/NHSD



Legislative Update

- SA Housing Coalition met with 18+ lawmakers in Austin on March 13
- Focus areas:
 - Low Income Housing Tax Credit Program (LIHTC)
 - Housing Finance Corporations (HFCs)
 - Property Tax Appraisals
 - Clouded Title and Heirs Properties
 - Insurance Premiums



Upcoming Meetings

Housing Commission

- 5/15 @ 4:00 PM at Alamo Colleges District-Board Room (2222 N Alamo St.)
- **Removing Barriers Subcommittee**
 - 4/15 @ 2:00 PM (Virtual)
- **Public Engagement & Outreach Subcommittee**
 - 5/5 @ 3:00 PM (Virtual)
- **Renters' Solutions Subcommittee**
 - 5/6 @ 5:30 PM (Virtual)

Planning & Community Development Committee

- 4/24 @ 10:00 AM

City Council

- 4/10 @ 9:00 AM: A-Session
- 4/16 @ 2:00 PM: B-Session
- 4/17 @ 9:00 AM: A-Session
- 4/30 @ 2:00 PM: B-Session
- 5/1 @ 9:00 AM: A-Session



Item 6

Commissioners' Community Updates

San Antonio Housing Commission

April 9, 2025

